**Instructions for Requesting BBA courses as a College student (Fall 2018)**

Requests for business school courses will be accepted from 9:00am on Friday, March 9th through 5:00pm on Tuesday, March 20th. You will be notified by 6pm on Monday, March 26th if we are able to place you in a business school course.

We anticipate VERY LIMITED space in business school courses for non-business school students for the fall semester, so please do not assume that you will be enrolled in a class. The number of non-BBA students permitted to enroll will depend on the nature and structure of the class, as well as overall enrollment. Requests will be logged based on the order in which they are received. Priority will be given to non-BBA students in the following order: College seniors, juniors and then sophomores (freshmen are not permitted to enroll in UBUS cores or electives). Enrollment below the cap number reflected on OPUS does not necessarily mean that additional non-BBA students will be permitted to enroll in the course.

Business School faculty members do not have access to add students to their classes. Please do not contact faculty.

*Please note that college students can directly enroll in ACT 210, ACT 211, FIN 201, FIN 220, ISOM 350 and MKT 243. You do not need to fill in the link in order to enroll in these classes.*

**Please read the information below before submitting your form:**

1. All BBA classes must be taken as graded. Pass/Fail (S/U) is not an option for any BBA classes, under any circumstances.
2. Emory College students may enroll in no more than 2 BBA courses in any given semester (this includes ACT 210, FIN 201 and ISOM 350, which are pre-requisite courses).
3. College students are permitted to enroll in no more than 3 BBA core classes or 4 BBA classes total throughout their undergraduate career (excluding pre-requisites ACT 210, FIN 201 and ISOM 350).
4. A grade of C- or below in a business class may result in exclusion from future business classes.
5. Only the Business School Program Office can enroll you in a business class. There are no overloads or exceptions granted.
6. Under NO circumstances will any non-BBA be permitted to enroll in an MBA (500 or 600 level) course.
7. Please do not email or stop by the BBA Program Office or the Goizueta Registrar’s Office - if we can add a course to your schedule we will do so in order of eligibility.
8. The list of the available courses will be listed as choices on the request form.
9. College students must have taken the pre-requisite for any course they request. Pre-requisites for each course will be listed on the course request form. Students without the pre-requisites for the course will not be enrolled.

Link for the survey to request BBA Classes: [https://emory.qualtrics.com/jfe/form/SV_3aVpS6fiHCHjUjj](https://emory.qualtrics.com/jfe/form/SV_3aVpS6fiHCHjUjj)